

**United States Bankruptcy Court
Northern District of Ohio**



Vacancy Announcement #22-03

Position: Systems and Network Administrator **Duty Station:** Canton, OH*

Salary/Grade: CL 28 (\$66,226 - \$107,693) **Position Type:** Full-Time, Permanent

Opening Date: 3/25/2022

Closing Date: Open until filled. Priority given to applications received by 4/15/2022.

**This position may be remote and will require periodic, on-site work conducted in the Canton and districtwide offices.*

The United States Bankruptcy Court for the Northern District of Ohio is accepting applications for the position of Systems and Network Administrator. The court is comprised of 53 clerk's office staff and seven judges. The court serves the 40 northernmost counties in the State of Ohio, with locations in Akron, Canton, Cleveland, Toledo, and Youngstown. The Systems and Network Administrator reports to the Assistant Director of Information Technology (IT).

Representative Duties:

- Coordinate the development, implementation, and maintenance of networking, telecommunications, courtroom technology, monitoring and cabling infrastructure to support voice, data, video, and sound systems. Recommend and implement changes and upgrades to improve systems, and lower recurring costs.
- Utilize capacity planning tools to provide system specifications for the annual IT spending plan as it relates to IT infrastructure (e.g., networking equipment, circuit costs, cable plants, monitoring equipment, courtroom technology systems, and support systems such as uninterruptible power supplies (UPS), data closet and server room heating, ventilation, and air conditioning (HVAC) systems.)
- Maintain, upgrade, and troubleshoot problems with courtroom technology systems (e.g., sound, video, recording, and annotation equipment), network equipment, monitoring equipment, infrastructure support systems and cable systems.
- Implement, maintain, enhance, monitor, and troubleshoot local area networks (LANs), wide area network (WAN) connectivity and utilization, wireless connectivity, and relevant equipment in a Cisco centric network (e.g., routers, switches, firewalls, wireless access points [WAPs]), and cabling. Configure virtual local area networks (VLANs) and Quality of Service (QoS) parameters to ensure that all voice, video, and data traffic on the court's converged network is responsive and reliable. Work with the Administrative Office's (AO) Network Management Facility (NMF) to maintain and troubleshoot the court's wide area network and coordinate needed WAN equipment and configuration changes.

- Coordinate with the AO Software Deployment and Support Office (SDSO) to troubleshoot and maintain the court's Internet Protocol (IP) Telephony System, IP Fax System, and IP Video Teleconference System, and manage mobile devices.
- Assist with the maintenance, management, and deployment of servers (e.g., VMWare, Linux CentOS, Windows), storage area networks, and databases (e.g., Informix, MySQL, and MS SQL).
- Assist with the utilization and analysis of data from the asset and patch management appliance, log collection tool, vulnerability scanning tool, and firewalls. Adhere to and enhance the court's IT security posture by conducting network security assessments. Apply all patches and hot fixes to systems in area of responsibility in a timely manner. Prepare and test backup and recovery procedures.
- Develop and maintain reference materials, policies, and procedures for telecommunications equipment and services. Document technical installation and configuration details for reference by IT colleagues.
- Demonstrate and utilize project management and communication skills in areas of expertise, especially agile project management techniques.
- Maintain an inventory of equipment according to internal control policies.
- Ensure critical infrastructure equipment is protected by UPS and HVAC equipment. Ensure system support systems are properly maintained, and preventative maintenance is regularly scheduled.
- Other duties as assigned.

Required Qualifications:

- To qualify in the developmental range:
 - A high school graduate currently attending college and within one year of earning a degree in Computer Science, Information Systems, Engineering, or a related field.
 - Strong critical thinking and analytical skills.
 - Excellent interpersonal, written, and verbal communication skills and ability to explain technical concepts and processes in non-technical terms.
 - Ability to prioritize and manage multiple competing projects and support tasks.
 - Ability to learn new technical skills quickly and put them into practice in a dynamic computing environment.
 - Ability to work collaboratively with a team.
- To qualify in the full performance range:
 - A bachelor's degree from an accredited college or university in Computer Science, Information Systems, Engineering or a related field, or relevant experience and certifications.
 - Specialized experience or demonstrated ability to implement, support, maintain, and secure data networks and data networking equipment; IP phone, fax, and video conference systems; courtroom sound systems; infrastructure support systems; network servers and storage area networks (SANs).
 - Excellent oral, written, and interpersonal communication skills.
 - Ability to multitask, manage projects efficiently, and meet established deadlines.
 - Ability to exercise good judgement and take initiative.
 - Ability to work collaboratively with a team.
 - Ability to interact with non-technical users in a professional and supportive manner.
 - Ability to travel is required. Travel requirements would be considered light.

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation (including FBI National Criminal History Fingerprint check) and reference check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation.

Court employees are required to use Electronic Funds Transfer for payroll direct deposit.

Benefits:

The United States Bankruptcy Court offers a benefits package to full-time permanent employees. Some of these benefits are optional and require employee payment or co-payment. Available benefits include:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (Traditional & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, Limited Purpose, & Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance

Application Process:

To be considered, qualified applicants must apply online by visiting the Employment section of the Ohio Northern Bankruptcy Court website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=l4gsd9zw&pos=22-03>

A full application packet consisting of a letter of interest, detailed résumé, list of three professional references, and a completed AO-78 Application for Judicial Branch Federal Employment, must be received by 11:59 PM on the announcement closing date. All applicable sections of the AO-78 must be completed, and the form must be signed and dated. Please do not provide answers to Questions 18, 19, and 20 on the AO-78 since answers to those questions are not required for this position. Only applicants selected for an interview will be contacted. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

The court provides reasonable accommodations to applicants with disabilities.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer